

PREPARATORY PHASE CHECKLIST			SPEC SECTION 23 00 00		DATE Nov 16, 2017		
CONTRACT NO N40080-17-C-0505		DEFINABLE FEATURE OF WORK (DFOW) Demo Existing Roof Duct / Install New SS Ductwork		SCHEDULE ACT NO. 67, 68		INDEX #	
PERSONNEL PRESENT		GOVERNMENT REP NOTIFIED 36 HOURS IN ADVANCE: <input type="radio"/> YES <input checked="" type="radio"/> NO				Add	Del
NAME		POSITION		COMPANY/GOVERNMENT			
Fredrick K. Gerheiser, PE		QC Manager		Lansdowne Construction			
SUBMITTALS							
REVIEW SUBMITTALS AND/OR SUBMITTAL REGISTER. HAVE ALL SUBMITTALS BEEN SUBMITTED AND APPROVED? (IF NO, WHAT ITEMS HAVE NOT BEEN SUBMITTED OR APPROVED) <input checked="" type="radio"/> YES <input type="radio"/> NO							
Waiting on approval of duct connection (TDC connectors) RFI and submittal of the duct connector that has to be submitted by mechanical subcontractor.							
ARE ALL MATERIALS ON HAND? <input type="radio"/> YES <input checked="" type="radio"/> NO IF NO, WHAT ITEMS ARE MISSING.							
Duct work is being fabricated at the shop of the sheet metal subcontractor.							
CHECK APPROVED SUBMITTALS AGAINST DELIVERED MATERIAL. (THIS SHOULD BE DONE AS MATERIAL ARRIVES.) COMMENTS:							
MATERIAL STORAGE							
ARE MATERIALS STORED PROPERLY? <input type="radio"/> YES <input type="radio"/> NO IF NO, WHAT ACTION IS TAKEN?							
N/A							
SPECIFICATIONS							
REVIEW EACH PARAGRAPH OF SPECIFICATIONS.							
Complete.							
DISCUSS PROCEDURE FOR ACCOMPLISHING THE WORK.							
Existing duct to be demolished. New SS duct will be hoisted by crane to roof. All crane safety and roof work with be IAW OSHA and EM-385-1-1. New SS duct will be installed. Roof duct work should take approximately 2 weeks to complete.							
CLARIFY ANY DIFFERENCES.							
Duct connectors (TDC) will be submitted for approval.							
PRELIMINARY WORK							
ENSURE PRELIMINARY WORK IS CORRECT AND PERMITS ARE ON FILE. IF NOT, WHAT ACTION IS TAKEN?							
TESTING							
IDENTIFY TEST TO BE PERFORMED, FREQUENCY, AND BY WHOM.							
N/A							
WHEN REQUIRED?							
WHERE REQUIRED?							
REVIEW TESTING PLAN.							
HAS TEST FACILITIES BEEN APPROVED?							
SAFETY							
ACTIVITY HAZARD ANALYSIS APPROVED? <input checked="" type="radio"/> YES <input type="radio"/> NO REVIEW APPLICABLE PORTION OF EM 385-1-1.							
All crane and job site (roof work) safety has been addressed at the Preparatory Meeting with the duct crew, crane foreman, and mechanical subcontractor today. Crane Plan will be submitted. RFI will be submitted for anchorage point on roof top for Personal Fall Protection System.							
MEETING COMMENTS							
NAVY/ROICC COMMENTS DURING MEETING.							
N/A							
OTHER ITEMS							
OTHER ITEMS OR REMARKS.							
				Nov 16, 2017			
QC MANAGER				DATE			